


DEPARTMENT OF HUMAN RESOURCES
SOCIAL SERVICES ADMINISTRATION
311 WEST SARATOGA STREET
BALTIMORE MD 21201

DATE: January 3, 2012

POLICY #: SSA #12-23

TO: Directors, Local Departments of Social Services
Finance Officers, Local Departments of Social Services

FROM: Carnitra D. White 
Executive Director
Social Services Administration

Stafford Chipungu, DHR Budget and Finance Director

RE: Allocation and Reporting of Flexible Funds
Super Flex Funds – FY 2012

PROGRAM AREAS: Day Care for Foster Children – (Discretionary only)
Foster Care
Adoption
Child Protective Services
Services to Families with Children
Intensive Family Services
Kinship Care
Families Now Levels I-IV
LDSS Operated TFC Support Services
Court Ordered
Voluntary Placements - 458
Voluntary Placements - Time Limited
CPS Day Care
Kinship/SEFC Day Care – (Discretionary only)

ORIGINATING OFFICES: Office of Children & Family Services
Budget & Central Services

BACKGROUND: Replaces Policy Memo SSA #11-09 and
SSA # 12-23 (December 1 edition)

ACTION REQUIRED OF: Children and Family Services Staff and
Finance Officers

REQUIRED ACTION: Utilize and monitor the use of supportive services funds (Super Flex) for families and children served by the programs stated above

ACTION DUE DATE: July 1, 2011

CONTACT PERSONS:

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I. PURPOSE

This Policy Letter sets forth allocations, eligibility criteria, usage and reporting requirements for Supportive Services monies, i.e., Super Flex funds, for FY 2012. Allocations are found on Page 18.

Also included is information on documentation and reporting requirements for other Flex Fund accounts such as Independent Living. Programmatic information for this category is available in a separate Policy Directive.

II. PROCESSING AND DOCUMENTATION OF EXPENDITURES OF FLEX FUNDS

- Families shall be opened in the appropriate service code in MD Chessie.
- Documentation shall be in the case record to reflect that the family meets the eligibility criteria for the service within the program to which the expenditure(s) is being charged.
- The 312-F "Purchase Authorization" or MD Chessie Service Authorization/Request Form, signed by the client receiving the goods or services purchased with flexible funds, shall be kept on file in the LDSS.

- Documentation shall be in the case record as to how the item(s) to be purchased supports the service plan; how the family will benefit from the specified service; and how the specified service will directly contribute to the child's health and welfare, prevent out-of-home placement, reunify a child with the natural parent, prepare a child or family for adoptive placement, or sustain an adoptive or foster care placement.
- Documentation shall be on the 312-F – Purchase Authorization/Voucher or MD Chessie Service Authorization/Request Form that a family co-pay was considered and, if the family contributed to the payment, the amount of the family's contribution. The worker shall sign the 312-F Purchase Authorization if used.
- The request and its supporting documentation on the 312-F and/or in the case record shall be reviewed and approved by the supervisor. The supervisor's review shall include verification of actual case status as well as validation of documentation of the appropriateness of the expenditure(s). The supervisor shall indicate approval of the expenditure(s) through the MD Chessie approval screen or by signing the hard copy 312-F Purchase Authorization Voucher or MD Chessie Service Authorization/Request Form and forwarding it to the Director or the Director's designee.
- The Director, Assistant Director for Services, or the Director's designee shall conduct a similar review of the documentation and approve or disapprove the expenditure. Approval is recorded on the Chessie approval screen or by signing the hard copy form. For Flex Fund expenditures exceeding \$1,000 per item, the Director's designee must be employed as a grade 18 or above. Also, the supervisor and the Director's designee may not be the same.
- After approval by the supervisor and the local department Director or designee, the 312-F Purchase Authorization/Voucher or MD Chessie Service Authorization/Request Form is printed and taken to the vendor to purchase the authorized item. An invoice with original vendor's signature replaces the need for vendor's signature on the 312-F form or MD Chessie Purchase Authorization/Voucher.
- The vendor shall complete the appropriate portion of the form and have the client sign to verify receipt of the authorized item. When a child is committed to the agency, the worker may sign the 312-F or MD Chessie Service Authorization/Request Form on behalf of the child verifying that the goods or services were received. The vendor shall return the form along with the vendor's invoice that the local Finance Office uses to issue payment directly to the vendor.
- Under emergency circumstances, a hard copy 312-F Purchase Authorization/Voucher form or MD Chessie Service Authorization/Request Form can be prepared by the worker and authorized by no less than one of the following: a program supervisor, e.g., the immediate supervisor; the

Services' Assistant Director; the LDSS Director or designee; or the Finance Officer. This approval and signature shall be secured prior to instructing the client to purchase the goods or services. Any emergency purchases handled with a hard copy 312-F shall be subsequently reflected in the Chessie Service Log for the appropriate case.

- If the client has already paid for the item and is seeking reimbursement via flex funds, the client shall provide the original receipt for the particular item, i.e., the invoice, and sign the DHR/SSA 312-F or MD Chessie Service Authorization/Request Form indicating that they have already received the item for which the flex funds are to be issued. Only items under \$1,000 will be considered. The worker shall verify receipt of the goods or services for which the client is requesting reimbursement by signing the 312-F or MD Chessie Service Authorization/Request Form.
- When food coupons are issued by the local department, the worker is to document the need in the case record and specify the value of coupons disbursed and have the client sign the 312-F or MD Chessie Service Authorization/Request Form to verify receipt of the coupons.
- THE MAXIMUM ANNUAL EXPENDITURE(S) OF FLEX FUNDS PER FAMILY MAY NOT EXCEED 80% OF THE ANNUAL COST OF FOSTER FAMILY CARE PLACEMENT (\$8,161/child) FOR EACH AT-RISK CHILD IN THE FAMILY.

III. BIDDING

When multiple purchases of similar items whose aggregate costs are expected to exceed \$5000 during the fiscal year, the local department shall solicit competitive bids and enter into written contracts as instructed in the DHR Administrative Procedures Manual, Budget and Finance, Section 10, Subject 2.105D. The local department Business Manager shall ensure that the bidding occurs when appropriate.

IV. FLEXIBILITY/TRANSFERABILITY

Local departments may allocate funds between the "Super Flex" programs without seeking approval from SSA. **Super Flex monies are to be spent for the highest priority cases regardless of the program area serving the family.** Local directors or their designees have authority to allocate monies between these programs as needs dictate. The movement of flex funds between programs shall be tracked at the local level. **SSA monitors each local department's flex funds expenditures by relying on the Monthly 302 Report submitted by each local Finance Office to DHR Budget and Finance. Local departments shall also monitor their actual flex fund expenditures to the expenses reported on the 302 Reports to ensure that the 302s accurately reflect flex fund expenditures.**

NOTE: Chafee Independent Living services are allocated separately from Super flex funds and may not be co-mingled. They shall remain intact and

cannot be moved to other flexible funding accounts without prior SSA approval, therefore Chafee IL Flex Funds are not included as part of the Super Flex Fund system.

FY 2012 flex fund allocations are shown on Page 18. Although the FY 2012 super flex funds are NOT included in the local department's administrative budget (33.07.00.03), **their use shall be carefully monitored at the local level.** Funds may be allocated between accounts at the local level. If a local department determines that their allocation of super flex funds is insufficient, a written request may be sent to the SSA Executive Director identifying the amount of additional monies needed and justifying the request. Only severe crisis needs are considered for additional funding if available.

Each local department shall budget its available money to provide for the highest priority services and families that are likely to be encountered throughout the entire fiscal year. Although SSA has provided supplemental flex allocations during previous years, local departments **may not** rely on SSA to provide additional funds in order to avoid deficit spending at the local level. **NO OVERSPENDING**. Reasonable care shall be taken to **stay within the amount allocated. Overspending of Super Flex Funds WILL NOT be absorbed by the State Office.**

V. SERVICES PROVIDED

Goods and services purchased shall be related to the service plan and that relationship shall be documented on the record copy of the DHR/SSA 312-F or in the case record in MD CHESSIE. The 21xx series shall only be used for goods and services purchased for children in out-of-home placement that are eligible for the IV-E program. However, the 21xx series MAY NOT be used for counseling, therapy, medical services and psychological or educational testing, evaluation and assessment.

Items which may be purchased with super flex funds in all program areas include but are not limited to:

- parenting education; (71xx code only)
- psychiatric/psychological evaluation, testing and treatment; (71xx code only)
- individual/marital/family/group therapy; (71xx code only)
- drug/alcohol rehabilitation services; (71xx code only)
- vocational training and/or employment counseling; (71xx code only)
- clinical consultation for staff; (71xx only)
- therapeutic family recreation; (21xx for a IV-E eligible child & caretaker for reasonable & occasional costs of items such as tickets & admission fees)
- assistance in developing a support network; (71xx code only)
- assistance in locating and obtaining housing; (71xx code only)
- the costs of transporting a child in out-of-home placement can be charged to 2134 or 7134 depending on the child's eligibility. These transportation costs can be for family visits, medical appointments, or other activities. Transportation costs of other individuals visiting a child in out-of-home

- placement should be charged against the appropriate flex fund or administrative category of the individual traveling to see the child;
- special educational services, e.g., tutoring, G.E.D. classes and tuition, standardized test preparation fees; (Formal education cannot be charged to 21xx. Other education services charged to 21xx must be specific to the Title IV-E eligible child).
 - personal care items, e.g., clothing, personal hygiene items; (21xx code can only be used for the cost of the IV-E eligible child).
 - day care services. (21xx code can only be used for the cost of the IV-E eligible child). Three categories of child care are eligible for super flex funds: – foster care, child protective services day care, and kinship care. Eligibility for each of these categories is found in Part VI of this Policy Directive in section A, M and N. Day care services for foster care and kinship care children may also be provided according to SSA Policy Directive # 09-13 that establishes an entitlement program for foster care children;
 - security deposits and rental assistance on housing; (71xx code only)
 - utility deposits or emergency grants to avoid utility cut-offs; (71xx code only)
 - special medical services or equipment not covered by Medical Assistance or other resources; (71xx code only)
 - special learning aids, e.g., flash cards, books, computers, other educational equipment, auxiliary aids, e.g., TTY, TDD; (21xx code can only be used for the cost of the IV-E eligible child)
 - respite care; (71xx code only)
 - automobile operating or maintenance costs to enable employment, treatment or family visitation; (71xx code only)
 - essential household items, furniture and appliances, e.g., beds, stoves, tables, chairs, refrigerators, sheets; (21xx code can only be used for the cost of the IV-E eligible child)
 - essential household supplies, e.g., food, brooms, mops, cleaning supplies; (21xx code can only be used for the cost of the IV-E eligible child).
 - employment tools/equipment, uniforms and footwear; (71xx code only)
 - transportation reimbursement for school or health care visits. (21xx code can only be used for the cost of the IV-E eligible child). If using 21xx, the Department must have a bill from the vendor and not the provider or foster parent;
 - graduation/high school senior related expenses (\$750 maximum);
 - food; (21xx code can only be used for the cost of the IV-E eligible child) or
 - funeral costs of up to \$3,000 when a foster child dies. (21xx code can only be used for the cost of the IV-E eligible child)

In all cases, prior to making purchases with Super Flex Funds, the worker shall determine that the service cannot be obtained for free from another source.

VI. PROGRAM SPECIFIC SPENDING REQUIREMENTS

**A. DAY CARE FOR FOSTER CHILDREN – Discretionary Only
(2132/7132)**

SPENDING REQUIREMENTS: Day Care for Foster Children – Super Flex Funds may be used to purchase certain types of day care for foster parents. Day care expenses charged to Super Flex Funds are those services which are provided beyond what policy specifies in Policy Memo 09-13 "Day Care Services for Foster Children". Examples of the types of day care that may be purchased are listed below:

- Before and after school care for children ages 6-12 in instances where placement stability is an issue and where it is believed that before and after school care would assist in supporting the stability of the placement;
- Respite care to provide relief to foster parents who care for very difficult children; (71xx code only) or
- Child care for medical visits. Reimbursement can be paid for the cost of child care for the children who must be left at home while another child is taken to a medical visit including the care of the foster parent's own children. (71xx code only)
- Guidelines found in Policy Directive SSA 09-13 apply for eligibility and payment of all other day care services for foster children.
- **NOTE:** A day care provider shall be an MSDE licensed, approved, or registered day care provider; or a youth camp certified by the Maryland Department of Health and Mental Hygiene according to Maryland COMAR 10.16.06 - Certification for Youth Camps; or shall be an informal day care provider or kinship provider, who is a family member or family friend who is not part of the household, and who has undergone appropriate background checks by the local department of social services; providing services in the home of the foster/kinship care provider only.

B. FOSTER CARE (2133/7133)

SPENDING REQUIREMENTS: Foster care supportive services funds are available to local departments to purchase goods and services to meet the following service goals:

1. Developing or maintaining the least restrictive, community-based, most family-like placement for each child in foster care;
2. Facilitating timely permanency planning;
3. Assisting the foster family to meet a child's special needs in order to prevent high cost residential care or to facilitate discharge from residential care;
4. Facilitating child's discharge from residential care; or

5. Assisting the biological family of a foster child to resume responsibility for their child's care.

Services may be purchased from appropriate resources for any foster child who has special needs and is:

- at risk of placement in a high cost facility, e.g., group homes, institutions; or
- being discharged from a high cost facility.

In cases where the child's permanency plan is "return home" or "relative placement" or if the child is in "aftercare" status, these funds may also be used to purchase services for any foster child, birth parent or guardian in order to support that permanency plan.

The Family to Family Initiative may use Flex Funds to pay for "mentoring" activities that enable the foster parent to provide opportunities for the birth parent to improve parenting skills.

C. ADOPTION (2140/7140)

SPENDING REQUIREMENTS: Adoption supportive services funds are used to prepare a child for adoption; sustain a child in an adoptive placement; recruit families for a specific child; and/or facilitate a placement once a suitable family is identified. In addition to the items listed under section V. "Services Provided" in this Policy Memorandum, Adoption flex funds may be used for the following:

- Individual, group or family therapy to prepare a child for an adoptive placement and/or to sustain a placement; (71xx code only)
- Registration on private adoption exchanges of any special needs children for whom extensive recruitment is necessary;
- Home studies completed by private agencies;
- Special equipment purchases or media recruitment services to facilitate recruitment of families for special needs children; or
- Specialized training for local department adoption staff.

D. CHILD PROTECTIVE SERVICES (2141/7141)

SPENDING REQUIREMENTS: As a part of the Protective Services to Children Program, funds are available to local departments of social services to purchase necessary goods and services for families where children are at the highest risk

of further harm and/or out-of-home placement. **NOTE:** In addition there are flex funds allocated specifically for mental injury assessments and paid using CAPTA monies. These funds are not a part of super flex funds and must be tracked and reported separately. Refer to the appropriate Policy Directive SSA # 08-1 for reporting and processing requirements. Mental Injury Assessment flex funds may be used to purchase an assessment by a licensed physician, psychologist or social worker to determine whether a child has experienced mental injury. The 21xx code is used only if the child is in out-of-home placement and the goods and services are allowable as outlined above.

E. SERVICES TO FAMILIES WITH CHILDREN (7142)

SPENDING REQUIREMENTS: Services to Families with Children flexible funds are available to local departments to purchase necessary goods and services for families with children at risk of out-of-home placement. These may not be charged to a 21xx account).

F. INTENSIVE FAMILY SERVICES (7143)

SPENDING REQUIREMENTS: Intensive Family Services flexible funds are available to local departments of social services to purchase necessary goods and services for families with children at imminent risk of out-of-home placement. These should never be charged to a 21xx account. Procedures will remain unchanged for accessing petty cash in those jurisdictions where petty cash accounts have been established with Intensive Family Services flexible funds.

As a reminder, the following guidelines shall be followed in maintaining petty cash accounts:

- There shall be a designated IFS petty cash custodian in each LDSS who will sign for and be solely responsible for the safekeeping of these funds;
- Each expenditure of petty cash shall be accompanied by a completed DHR/SSA 312-F or MD CHESSIE Service Authorization/Request Form that is signed by the client and a store receipt for the services/goods purchased. Expenditures without these items are the responsibility of the custodian;
- Expenditures from the petty cash fund may be used only when issuance of a vendor or dual payee (payable to the vendor and the client) check is not practical due to the emergency nature of the purchase.

G. KINSHIP CARE (7144)

SPENDING REQUIREMENTS: The Kinship Care Program is designed to assist families through the placement of children with extended family members and the provision of supportive permanency planning services. Flexible funds may be

used to purchase additional services for extended family members, if necessary, and to provide supportive and permanency planning services to the kinship caregivers, parents and children. These may not be charged to a 21xx account).

H. FAMILIES NOW LEVEL I (IFS), LEVEL II (SFC), LEVEL III (CPS), AND LEVEL IV (2145-2148/7145-7148)

SPENDING REQUIREMENTS: The Families Now Program assists families whose children are at imminent or high risk of further harm and/or out-of-home placement, children who are in moderate or low risk of harm and children who are in out-of-home placement and reunification is the goal. The 21xx code may be used only if the child is in out-of-home placement and the goods and services are allowable as outlined above. Flexible funds are available to local departments of social services to purchase necessary goods and services for these families.

Procedures will remain unchanged for accessing petty cash in those jurisdictions where petty cash accounts have been established with Families Now flexible funds. As a reminder, the following guidelines shall be followed in maintaining petty cash accounts:

- There shall be a designated Families Now petty cash custodian in each LDSS who will sign for and be solely responsible for the safekeeping of these funds.
- Each expenditure of petty cash shall be accompanied by a completed DHR/SSA 312-F that has been signed by the client and a store receipt for the services/goods purchased. Expenditures without this documentation are the responsibility of the custodian.
- Expenditures from a petty cash fund are to be used only when issuance of a vendor payee or dual payee (payable to the vendor and the client) check is not practical due to the emergency nature of the purchase.

I. LDSS OPERATED TFC SUPPORT SERVICES (2149/7149)

SPENDING REQUIREMENTS: LDSS Operated TFC (Treatment Foster Care) supportive services funds are available to local departments where there is a treatment foster care program designed and implemented by the local department to provide intensive casework and treatment in a family setting to children with special physical, emotional or behavioral needs. These funds may be used to purchase goods and services to meet the following service goals:

1. Developing or maintaining the least restrictive, community - based, most family-like placement for each child in local department operated treatment foster care;
2. Facilitating timely permanency planning;

3. Assisting the foster family to meet a child's special needs in order to prevent high cost residential care or to facilitate discharge from residential care;
4. Facilitating child's discharge from residential care; or
5. Assisting the biological family of a child in local department operated treatment foster care to resume responsibility for their child's care.

Services may be purchased from the foster family if they have the training or experience required to meet the child's special needs. If not, services may be purchased from other appropriate resources for any foster child who has special needs and is:

- at risk of placement in a high cost facility, e.g., group homes, institutions; or
- being discharged from a high cost facility.

In cases where the child's permanency plan is "return home" or "relative placement" or if the child is in "aftercare" status, these funds may also be used to purchase services for any foster child, birth parent or guardian in order to support that permanency plan.

J. COURT ORDERED (2150/7150)

1. Spending Requirements: The court will sometimes order that a child and/or his parents receive a psychiatric or psychological evaluation in order to provide service providers and the court with a better understanding of the mental health status of family members and their strengths and weaknesses. The court may also order that a child receive on-going individual therapy or order that the child's family be involved in family therapy. The payment accounts (2150 and 7150) have been developed to pay for court ordered services. **Therapy and counseling court ordered services as well as psychological evaluation and assessments may not be charged to 2150 (IV-E).**

2. Eligibility Criteria: These funds may be used to pay any medical provider who has provided court ordered psychiatric or psychological evaluation services for a child or parent of a child who is in the legal custody of a local department of social services, subject to an order of protective supervision or an order controlling conduct. These funds may also be used to pay any medical provider who has provided court ordered individual therapy services to a child or family therapy services for the child and his family.

K. VOLUNTARY PLACEMENT - 458 (2187/7187)

Flex funds in this category may be used for a child in out-of-home placement in cases where the local department has accepted a request for a voluntary placement for a child who has a developmental disability or a mental illness when the purpose of the voluntary placement is to obtain treatment or care that the

parents or legal guardian are unable to provide. The child may be continued in the voluntary placement beyond 180 days if the child's disability continues to necessitate care or treatment in an out-of-home placement and a juvenile court makes a finding that an out-of-home placement is in the best interests of the child. Senate Bill 458 as enacted in 2003 requires that parents of these children be given an opportunity to enter into a voluntary placement agreement with the local department of social services (see Policy Directive SSA # 10-12 Children with Disabilities – Voluntary Placement Agreement).

SPENDING REQUIREMENTS: Voluntary Placement (458) supportive services funds are available to local departments to purchase goods and services to meet the following service goals for these children:

1. Developing or maintaining the least restrictive, community-based, most family-like placement for each child in foster care;
2. Facilitating timely permanency planning;
3. Assisting the foster family to meet a child's special needs in order to prevent high cost residential care or to facilitate discharge from residential care;
4. Facilitating a child's discharge from residential care; or
5. Assisting the biological family of a foster child to resume responsibility for their child's care.

Services may be purchased from appropriate resources for any foster child who has special needs and is:

- at risk of placement in a high cost facility, e.g., group homes, institutions; or
- being discharged from a high cost facility.

In cases where the child's plan is "return home" or "relative placement" or if the child is in "aftercare" status, these funds may also be used to purchase services for any child, birth parent or guardian in order to support that permanency plan.

L. VOLUNTARY PLACEMENT - TIME LIMITED (2189/7189)

Flex funds in this category may be used for a child who has entered out-of-home placement under a binding written agreement between the local department and the parent or guardian in situations where the parent or guardian is unable to provide care for a child and needs temporary care for a child because of short term hospitalization, incarceration or some other type of brief circumstance. This time limited voluntary placement is used when a child will be reunited with his or her family within 180 days. It is valid for up to 180 days, at which time the child must either be returned to the custody of the parent/legal guardian or the local

department files a CINA petition (see Circular Letter SSA # 04-05 Time Limited Voluntary Placement Agreements).

SPENDING REQUIREMENTS: Time Limited Voluntary Placement supportive services funds are available to local departments to purchase goods and services to meet the following service goals for these children:

1. Developing or maintaining the least restrictive, community-based, most family-like placement for each child in care;
2. Facilitating timely permanency planning;
3. Assisting the foster family to meet a child's special needs in order to prevent high cost residential care or to facilitate discharge from residential care;
4. Facilitating a child's discharge from care; or
5. Assisting the biological family of a foster child to resume responsibility for their child's care.

Services may be purchased from appropriate resources for any child who has special needs and is:

- at-risk of placement in a high cost facility, e.g., group homes, institutions; or
- being discharged from a high cost facility.

In cases where the child's plan is "return home" or if the child is in "aftercare" status, these funds may also be used to purchase services for any child, birth parent or guardian in order to support the permanency plan.

M. CPS DAY CARE (7192)

SPENDING REQUIREMENTS: Child Protective Services (CPS) Day Care Services Flexible Funds are for day care expenses made to or on behalf of the family as part of a service plan to:

1. Prevent or remedy child abuse or neglect;
 2. Reduce the risk of foster care placement of a child; or
 3. Reunite a child with the child's family.
- CPS Day Care flex funds may be used to pay for child care arrangements that are in compliance with the MSDE child care regulations.
 - CPS Day Care flex funds may be used for licensed or certified day care homes or for summer camps only if the camps are certified by the Maryland Department of Health & Mental Hygiene.

- Purchase of Child Care (POC) regulations **do not** apply to child care services provided with flex funds.
- The use of the CPS Child Care flexible funds shall be linked to a service plan with an open service case in child protective services, intensive family services, families now levels I - III, or kinship care. Only child care for children in out-of-home placement may be charged to 21xx.

SPECIAL NOTE: If a child is receiving Purchase of Care (POC) because the family meets the eligibility requirements and subsequently has a case opened in CPS, IFS, Families Now Levels I – III or Kinship Care, child care services for that child should remain in POC. The case is not closed in POC unless the case head is no longer eligible for POC. If a family applying for POC is determined eligible, POC may be provided whether or not there is an open service case.

These Day Care services to in-home cases may not be charged to a 21xx account.

N. KINSHIP/SEFC DAY CARE (Discretionary Only) (7193)

SPENDING REQUIREMENTS: Kinship/SEFC day care funds are used to purchase certain types of day care for kinship parents. Kinship/SEFC Day Care expenses charged to Super Flex Funds are those services which are provided beyond what policy specifies in Policy Memo 09-13 "Day Care Services for Foster Children". Examples of the types of day care that may be purchased are listed below:

- Guidelines found in Policy Directive # 09-13 will apply for eligibility and payment of day care services for children in kinship care.
- Before and after school care for children ages 6-12 in instances where placement stability is an issue and where it is believed that before and after school care would assist in supporting the stability of the kinship placement;
- Respite care to provide relief to kinship parents who care for very difficult children; (71xx code only);
- Child care for medical visits. Reimbursement can be paid for the cost of child care for the children who must be left at home while another child is taken to a medical visit including the care of the kinship parent's own children (71xx code only).
- Guidelines found in Policy Directive # 09-13 apply for eligibility and payment of day care services for all other children in kinship care.
- **NOTE:** A day care provider shall be an MSDE licensed, approved, or registered day care provider; or a youth camp certified by the Maryland Department of Health and Mental Hygiene according to Maryland COMAR

10.16.06 - Certification for Youth Camps; or shall be an informal day care provider or kinship provider, who is a family member or family friend who is not part of the household, and who has undergone appropriate background checks by the local department of social services; providing services in the home of the foster/kinship care provider only.

These Day Care services to non-licensed kinship homes may not be charged to a 21xx account.

VII. REPORTING

- **Local Departments are not required to report directly to SSA their usage of “Super Flex Fund” expenditures or the movement of Super Flex Funds between program areas. Instead, SSA relies on the report of flex fund expenditures as reflected on the monthly 302 Reports submitted by each local department’s Finance Office to DHR’s Budget and Finance Division.**
- Local departments shall ensure that Flex Fund expenses as shown on the Monthly 302 Report accurately reflect expenditures of Super Flex Funds.
- Local departments may allocate monies between these Super Flex program areas without prior SSA approval.
- Independent Living Services shall be utilized only for the Independent Living Services program and may not be commingled with Super Flex funds.
- All local departments are assumed to have zero flex fund expenses as of July 1, 2011 (assumes that no expenditures carried forward to the next fiscal year). All actual expenditures during a particular year will be added together to provide a year-to-date figure. Any prior year expenses which are not encumbered will show as expenses during the first month of the new fiscal year.

1. REPORTING REQUIREMENTS:

SSA has eliminated the requirement that local departments submit quarterly reports on the expenditure of flex funds. Instead, all monitoring of local department flex fund expenditures relies on the flex fund expenses reflected on the Monthly 302 Report as submitted to DHR’s Budget and Finance Division. If there are any questions about this policy, you may contact Larry Engle on 410-767-7166 or Nancy Monseaux on 410-767-7144.

2. FISCAL CODING FOR FLEX FUNDS:

The coding structure for all flex fund expenditures, both Super Flex and program specific flex funds, are as follows: Charges in FY 2012 are made against 01 account codes, i.e., 21xx or 71xx. It is hoped that this coding

structure will simplify the decision of which code to use and increase federal fund attainment. In order to determine the correct code to utilize, the following decision tree should be used:

1. - Is the recipient a child in Foster Care?
 - IF SO, (a) is the child IV-E eligible and reimburseable, and (b) is the cost specific to the child but NOT counseling or therapy?
 - IF "YES", then all Flex Fund expenditures shall be charged to a IV-E (21xx) account.
2. IF "NO", charge the cost to a NON-FED (71xx) account.

<u>ACCOUNTS INCLUDED IN SUPER FLEX</u>	<u>IV-E</u>	<u>NON-FED</u>
Discretionary Day Care for Foster Children	2132	7132
Foster Care	2133	7133
Adoption	2140	7140
Child Protective Services	2141	7141
Services to Families	N/A	7142
Intensive Family Services	N/A	7143
Kinship Care	N/A	7144
Families Now - IFS - Level I	2145	7145
Families Now - SFC - Level II	2146	7146
Families Now - CPS – Level III	2147	7147
Families Now - Foster Care - Level IV	2148	7148
LDSS Operated TFC Support Services	2149	7149
Court Ordered	2150	7150
Voluntary Placement Support Services - 458	2187	7187
Voluntary Placement Support Services - Time Limited	2189	7189
Discretionary CPS Day Care	N/A	7192
Discretionary Kinship SEFC Day Care	N/A	7193

* Whenever possible, flex expenditures shall be charged to IV-E (21xx) accounts. However, the 21XX accounts may be used if the criteria listed above, (child is in out-of-home placement, child is IV-E eligible and reimburseable, costs are specific to the child, and are not counseling and therapy) are met.

ACCOUNTS NOT INCLUDED IN SUPER FLEX

- Transportation of or on behalf of a foster care child.....2134 7134

Chafee Independent Living Flex

- 14-18 years.....5113
- 14-18 years still in State custody.....5114
- 18-21 years who left FC on or after their 18th birthday and are no longer in State custody.....5115
- 18-21 years who left FC prior to 18th birthday.....5116

PSSF

- **Family Preservation.....4110**
- **Family Support4120**
- **Time-Limited Reunification.....4130**
- **Adoption Promotion.....4140**
- **Post Adoption Services.....4145**

For questions regarding whether to use 21xx or 71xx code, you may contact your local IV-E Eligibility Specialists or the DHR Cost Allocation and Revenue Management Division at 410-767-7465.

FY 2012 SUPER FLEX FUND ALLOCATION

LOCAL DEPARTMENT	TOTAL ACCOUNTS
Allegany	\$ 155,680
Anne Arundel	\$ 527,713
Baltimore County	\$ 697,226
Calvert	\$ 89,532
Caroline	\$ 48,078
Carroll	\$ 113,583
Cecil	\$ 181,768
Charles	\$ 178,814
Dorchester	\$ 84,803
Frederick	\$ 321,012
Garrett	\$ 77,998
Harford	\$ 286,993
Howard	\$ 175,651
Kent	\$ 31,419
Montgomery	\$ 625,824
Prince George's	\$ 782,789
Queen Anne's	\$ 37,563
St. Mary's	\$ 192,901
Somerset	\$ 69,280
Talbot	\$ 68,780
Washington	\$ 337,461
Wicomico	\$ 134,910
Worcester	\$ 63,746
Total Counties	\$ 5,283,524
Baltimore City	\$ 3,716,476
Total State	\$ 9,000,000

NOTE: Local Departments MUST monitor the expenditures and obligations of flex funds to **avoid overspending**. **Deficit spending will NOT be covered** by SSA Central. Furthermore, deficits incurred during the year MAY BE discharged by SSA reducing allocations during the next fiscal year. Local departments may request the allocation of additional flex dollars that are specifically justified in writing and approved prior to deficit spending occurring.